



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

PAYROLL MEMORANDUM 2017.33

Changing Lives, Creating Futures

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Louisiana
Community
& Technical
College System

265 South Foster Drive
Baton Rouge, LA 70806

Phone: 225-922-2800
Fax: 225-922-1185

www.lctcs.edu

TO: All Human Resources and Accounts Payable departments of Community and Technical Colleges, including Baton Rouge Community College, Bossier Parish Community College, Central Louisiana Technical Community College, Delgado Community College, L. E. Fletcher Technical Community College, Louisiana Delta Community College, Northshore Technical Community College, Northwest Louisiana Technical College, Nunez Community College, River Parishes Community College, South Central Louisiana Technical College, South Louisiana Community College, SOWELA Technical Community College and the LCTCS Office

FROM: Sharon Dunham
LCTCS Payroll, Senior Payroll Manager

DATE: December 6, 2017

RE: SCS Calculator and New Change Reason Classified Increases

General Increase

Effective January 1, 2018, all eligible employees will receive a 2% general increase. Employees at range max are not eligible for the general increase. Some employees near the range max may receive less than two percent due to their position into the range for which their job is allocated.

SCS Rule 19.2 Pay upon Movement to the New Pay Structure

Effective January 2, 2018, the six occupational pay schedules will be adjusted. Employees still below the new minimums after receiving the 2% general increase must be brought up to the new minimums effective January 2, 2018.

General Increase & Structure Adjustment Implementation Overview

In an effort to streamline the administrative impact of these changes, State Civil Service (SCS) is issuing the following guidelines for all LaGov HCM Paid and Non-Paid Agencies:

Two new Banner Change/Reason codes have been created to follow the Division of Administration.

1. Create a Basic Pay entry entitled "General Increase" with an effective date of 1/1/2018. The amount applied will be two percent or up to the pay schedule maximum allowed on the hourly rate of the employee. This record will also be created on all active classified WAE employees.

2. Create a Basic Pay entry entitled “*Structure Adjustment*” with an effective date of 1/2/2018 (if applicable). This record will be applied to all active classified employees who are below the new hourly pay schedule minimum upon implementation of the pay schedule amendments.

Banner salary tables will be updated on January 3, 2018 for human resource to begin classified employee salary changes following the new pay structure. All job record changes must be updated by closed of business January 9, 2018.

Agencies that do not utilize the LaGov HCM system, also known as “interface agencies”, will need to generate this information within their respective payroll systems and will report results via the usual data interface.

In an effort to assist all agencies with the individual pay changes to employees on detail and leave of absence to serve in an unclassified capacity, SCS has released a “Detail/LOA Implementation Calculator”. This calculator can be utilized by LaGov HCM agencies and “interface agencies” alike to ensure accurate salary calculation on all eligible classified employees on detail and leave of absence to serve in an unclassified capacity. The calculator can be found in the HR Info Portal under SCS Calculators.

For assistance with employee eligibility, pay calculations or any corresponding LaGov HCM entries, please contact your SCS Employee Relations consultant.